

FILE

COPY

UNITED STATES

CENTRAL INTELLIGENCE GROUP

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[Redacted]

[Redacted]

MEMORANDUM

15 March 1947

To : [Redacted]

From : [Redacted] Chief, [Redacted], CIG.

In line with our general discussions on the steps to be taken in connection with handling and maintaining financial, procurement and personnel operations and for the purpose of elaborating on the undated 7-page general letter from Washington signed by [Redacted] it appears desirable to submit the following:

1. As you suggested the letter mentioned above does not specifically prescribe for the execution of a formal notice of separation for each locally hired employee at the time they leave the service of the [Redacted]

It is essential that such actions be issued and that two signed copies be forwarded to the Organization in Washington, D.C. for distribution to the Chief of the Civilian Personnel Branch and the Chief, Fiscal Section. In the event the [Redacted] in Washington desires a copy of all personnel actions an additional copy should be included for that office.

2. Form No. 37-24 (Affidavit Striking against the Federal Government) shall be executed for each new employee locally appointed entering on duty in [Redacted] Form 37-24 is not necessary for personnel reporting from the Agency in Washington, D. C. or from another [Redacted] installation in the field. If, however, employees are transferred from another Government organization in the Theater, the Forms should be executed and forwarded to the Chief of the [Redacted] Personnel Branch in Washington to become a part of the incumbent's permanent record. The Affidavit "Striking against the Federal Government" is essential since the Congress of the U.S.A. has included in the appropriation, language to the effect that it is illegal to effect a salary payment from appropriate monies until the individual receiving the payment has executed the form mentioned.

3. Page 4, paragraph 3 of the letter from [Redacted] provides that all Time and Attendance Reports (Standard Form 1130) be forwarded to Washington attention Finance Division when final payment from your station is made to any individual. The forms 1130 are required to be transmitted to Washington whether the incumbent is released from the [Redacted]

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No Change in Class.

Declassified

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Date: 11/20/95

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Organization or is transferred to another unit within the Agency for duty. The letter appears to be specifically clear relative to the action that you should take when an employee departs from your [redacted] for duty in another [redacted]

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4. As we have agreed it is desired that a separate series of numbers be initiated for travel orders, vouchers of all types and purchase orders. The documents in the applicable folders should be filed in numerical sequence using the Acme or similar type fastener to secure the documents in each folder.

5. It was decided that separate folders should be established for each civilian Civil Service employee assigned to your [redacted] As regards locally appointed personnel, it was determined that one folder should suffice for all personnel actions, affidavit forms and so forth for the entire staff under the [redacted]

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6. Satisfactory files have been established for the maintenance of correspondence, instructions, inquiries and the replies thereto by the personnel under your jurisdiction.

7. As you are aware in conjunction with the desires of the Finance Officer, [redacted] the travel order form that you were utilizing has been amended to conform, in my opinion, to Government Accounting Regulations and still carries the essential features desired by the Finance Officer. In view of the fact that you are controlling the travel of personnel [redacted] rigidly and to dispense with some of the detail paper transactions it is recommended that you discontinue the use of the Form "Requests for Travel Orders". This policy may exist as long as you sign all travel orders and require personnel to secure your approval in advance of departure on an assignment. In this connection it is suggested that on the memorandum copies of the order directing travel which are to be retained in the [redacted] office and the copy to be forwarded to the [redacted] Section, Washington, D. C. include the detailed justification for each trip similar to the system that you are currently employing.

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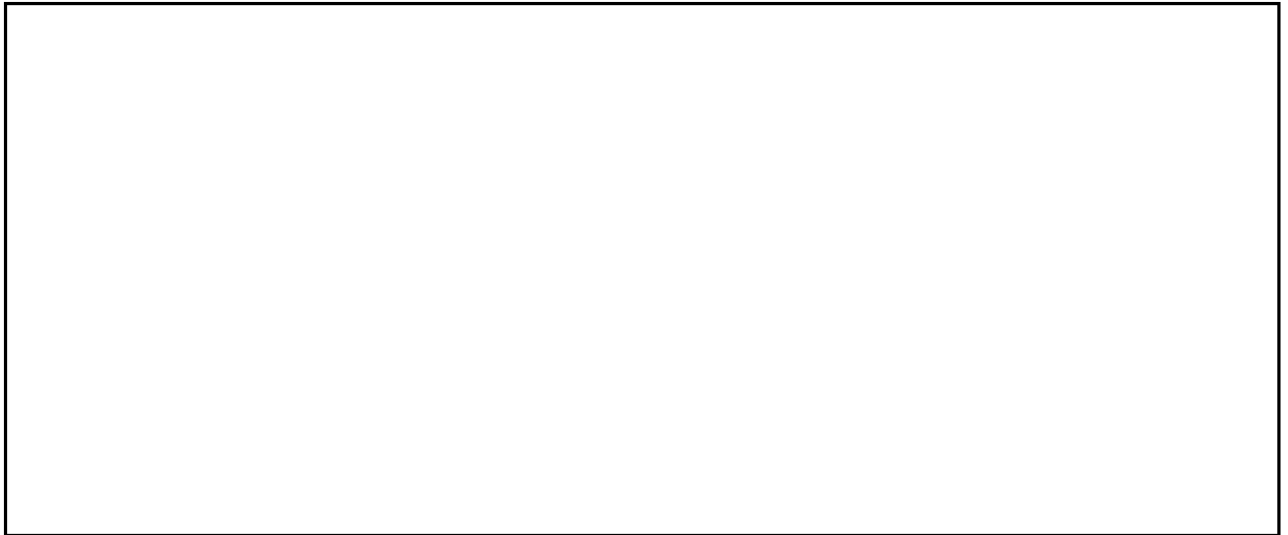
8. Individual earning record cards have been established for each employee paid through your [redacted] and the payments made from the inception of the Organization through current date have been posted; in addition other information has been reflected on the card as required by regulations. Adjustments have been made on the payroll for the period 9 through 22 March for all payments that required adjustment since the inception of the Agency. To preclude the necessity for making adjustments hereafter it is recommended in accordance with staff discussion that a lag in your pay periods be effected to conform with the payments as made in Washington, D. C. This will permit Standard Form 1130 to be completed

and on hand prior to payment and will enable the payroll clerk to render payment for all salaries during the period of the payroll whether the payment be for regular salary, Night Differential, overtime or holiday pay.

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9. It is regretted that we did not completely solve your transportation problems between [redacted] and that the difficulties with respect to quarters for locally employed personnel were not satisfactorily overcome. However, it is believed that sufficient headway has been made that you will be in a position to consummate both transactions. If you should desire additional aid, advice will be promptly furnished upon receipt of your request in Washington, D. C.

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In conclusion, may I express my deep appreciate for the consideration, support and cooperation received from you and your entire staff during my visit in [redacted]

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